


**New Jersey Public Broadcasting Authority  
Board of Commissioners Meeting**

October 25, 2007, 4:00 p.m.  
Newark, NJ

**MINUTES**

Scott A. Kobler, Esq., Presiding  
NJPBA Two Hundred Thirty Fifth Meeting

 [Download Agenda](#)

A meeting of the New Jersey Public Broadcasting Authority Board of Commissioners was held on October 25 at 4:00 p.m. The meeting was held in the NJN Board room in Newark, NJ. Chair Scott Kobler called the meeting to order. In accordance with the provisions of the Open Public Meetings law of the State of New Jersey, notice of this meeting was filed with the Office of the Secretary of State, posted on the appropriate bulletin boards maintained for such purposes by the Authority, and distributed by press release to newspapers in New Jersey. Notice was made ten days in advance of this meeting.

Chair Kobler requested a formal roll call and a quorum was confirmed. Commissioners participating were: Dr. Steven Fiske, Second Vice Chair; Stephanie Hoopes Halpin, Treasurer; Gale Grossman; Phyllis Salowe-Kaye; Chris Donnelly, Public Information Officer, Department of Community Affairs (on behalf of Acting Commissioner of Community Affairs Joseph V. Doria) via telephone; Robert Smartt, Deputy State Treasurer (on behalf of State Treasurer Bradley Abelow) via telephone; David Wald, Director of Communications, Office of the Attorney General (on behalf of Attorney General Anne Milgram) via telephone. Also participating were Elizabeth Christopherson, Executive Director, NJN; David Balaban, Deputy Attorney General; Robert Shane, Assistant Counsel, Office of the Governor; David Miller, Executive Vice President, NJN Foundation; Becky Corbin, Vice President, Fund Development, NJN Foundation; Robert Prindible, Deputy Executive Director, Finance and Administration, NJN; Bill Schnorbus, Deputy Executive Director, Engineering, NJN; Janice Selinger, Deputy Executive Director, Production, NJN; and Ronnie Weyl, Senior Vice President, Public Affairs, NJN Foundation.

Mr. Kobler next asked for any comments on the minutes from the July 26, 2007 meeting. A correction was made that noted Dr. Steve Fisk was present at the July 26, 2007 meeting, and then Mr. Kobler asked for a motion to approve the minutes. The motion was made by Stephanie Hoopes Halpin and seconded by Dr. Fiske. The motion carried unanimously.

Mr. Kobler asked for a motion to move the meeting into Executive Session to which the general public is not admitted, to discuss and, if necessary, to act upon pending and/or anticipated legal, personnel, and contractual matters. Such discussions may be disclosed to the public when such disclosures may be made without adversely affecting the Authority's pending and/or anticipated legal, personnel, and contractual matters.

The motion was made by Dr. Steven Fiske and seconded by Ms. Hoopes Halpin. The motion carried unanimously to move into Executive Session.

Following discussion and action on the Executive Session agenda, the motion was made by Stephanie Hoopes Halpin and seconded by Gale Grossman to move out of Executive Session.

**Strategic Goal I: To advance NJN's mission and vision as advocates and stewards of public television.**

Mr. Kobler referenced the FY08 NJPBA Scorecard and asked Ms. Hoopes Halpin for the Treasurer's report.

Ms. Halpin reported that the Finance Committee met on October 19, 2007. FY07 was a difficult year to budget owing to the funding gap of \$1,600,000, which was closed by utilizing roll-forward funds. There were no reductions in FTE's or services in FY07.

In FY08, the Authority not only faces increased costs relating to mandatory salary increases, utility increases and other costs, but also has the \$1,600,000 funding gap. The budget for FY08 includes a reduction of approximately \$500,000 in expenses, without a reduction in FTE's or any significant reduction in program services. The budget also includes a Foundation FY08 supplemental grant of an amount as much as \$1,100,000. The Foundation approved this one-time grant, stating that it would provide up to the \$1,100,000 in funding to the Authority on an "if needed" basis.

The Authority continues to work with the State to identify funds that could close the funding gap for the Authority, as well as to work with the Foundation Board and staff to increase private sector support.

Ms. Hoopes Halpin also noted that Scripps Network did renew their first one year \$1.3 million contract for the Food Channel; however, it is felt that they will not renew their last one year option. If not renewed, approximately \$300,000 will return to the operating budget in FY09.

Ms. Hoopes Halpin then made a motion to accept the FY08 Capital Equipment Repair and Replacement Budget.

*Be it resolved, that the Board of Commissioners of the New Jersey Public Broadcasting Authority adopts the NJN Capital Repair and Replacement Budget for FY08 as submitted, totaling \$1,300,000.*

The motion was seconded by Dr. Fiske and passed unanimously.

Ms. Hoopes Halpin then referred to the background on the digital radio conversion grants. NJN has received seven digital radio conversion grants from the Corporation for Public Broadcasting. We have been contacted by the CPB digital radio grants coordinator and asked to consider surrendering our seven grants and to resubmit new digital radio grant requests for our seven stations. NJN can decline the existing award offers without prejudice.

The terms of the proposed grant awards provide a larger award amount, additional equipment and construction time, as well as reductions in royalty licensing fees.

Resubmitting proposals allows NJN to update proposals with 2nd generation digital equipment and still retain the 70/30 match rate between CPB and NJN on eligible expenses. NJN is eligible for up to \$75,000 in CPB funding for each full-power facility it operates and this is a 53% increase in available funds. The motion was then made by Dr. Fiske, seconded by Ms. Hoopes Halpin and read by Mr. Kobler: Authorizing rescission of Digital Radio Grant Funds from the Corporation for Public Broadcasting (CPB), and resubmitting proposals to CPB for procurement of Digital Radio funds for NJPBA radio stations, WNJP, WNJS, WNJT, WNJZ, WNJB, WNJM, and WNJN.

*WHEREAS, the Public Broadcasting Authority is authorized to establish, own, and operate noncommercial educational television or radio broadcasting stations, one or more public broadcasting telecommunications networks or systems and interconnection and program production facilities;*

*WHEREAS, pursuant to its enabling legislation, specifically N.J.S.A. 48:23-7p. the New Jersey Public Broadcasting Authority ("NJN") is authorized to acquire through lease, purchase or otherwise real and other property and to hold and use this property for public broadcasting and public broadcasting telecommunications purposes;*

*WHEREAS, the Authority owns and operates seven FCC-licensed radio stations at various locations within the State of New Jersey;*

*WHEREAS, proposed CPB digital radio award agreements, fund 2nd generation equipment purchases, including equipment necessary to enable digital radio's multicasting capabilities, replacement of antennas and transmission lines, additional construction time, and favorable licensing agreements,*

*THEREFORE, BE IT RESOLVED that:*

*1. The Board authorizes termination of Corporation for Public Broadcasting Digital Radio grants #8461, #8462, #8463, #8727, #8458, #8459, and #8460, and the reapplication procedure for digital radio conversion grants for NJN radio stations WNJP, WNJS, WNJT, WNJZ, WNJB, WNJM, and WNJN.*

*2. The Board authorizes the Executive Director or Deputy Director to execute any necessary documents or agreements in cooperation with the State of New Jersey, Division of Purchase and Property which may be or become necessary to procure the subject equipment through a cooperative agreement with the Corporation for Public Broadcasting.*

The motion passed unanimously.

Mr. Kobler then asked Elizabeth Christopherson to give a report on behalf of Patricia Costante, Chair of the Public Value Committee. Ms. Christopherson described how NJN's mission intersects with the missions of the respective organizations represented on the Committee, and how we might work together to serve constituents and also enhance the recognition of NJN's public value.

Ms. Christopherson reported that the Public Values Committee identified several key action steps such as expanding NJN's communications with broader constituencies and inviting Committee members to become involved in NJN's broadband initiative called New Jersey Connected. Committee members are working to evaluate the programs and services NJN currently provides and consider who we are serving and how we can plan for the future. The Committee is also considering holding a Legislative Breakfast in the spring to introduce newly elected legislators to NJN and provide a re-orientation for re-elected legislators.

**Strategic Goal II: To serve New Jersey with Uniquely New Jersey programs and services that meet important public needs.**

Mr. Kobler then asked Ms. Christopherson to report on the progress of Strategic Goal II. Ms. Christopherson highlighted that the PBS blockbusters this year is *The War* which was airing on NJN. A luncheon hosted by Bank of America with co-producer and co-director of *The War* Lynn Novick, and featured remarks from Governor Byrne, Governor Corzine and Secretary of State Wells. The event was attended by more than 200 veterans and students from Eastern Regional High School who interviewed veterans including Sam Hynes, a marine pilot and Princeton professor who was featured in the film.

Ms. Christopherson announced that on the day of the luncheon, Bank of America presented a grant of \$25,000 to support students and teachers in Jersey City to capture veterans' stories using MP3 players, wickis, cell phone and other digital tools. She added that NJN is capturing New Jersey's stories with *Images/Imagenes*, *Another View* and *Due Process* programs. Ms. Christopherson concluded her remarks about *The War* by showing a very moving clip of a New Jersey veteran of World War II that is featured on [njn.net](http://njn.net).

Ms. Christopherson also noted that 135 schools, reaching thousands of teachers and students, are served by the Digital Classroom which has a new addition - a local insertion component that allows schools to create their own video and store it along with an icon of their school logo on the Digital Classroom interface. She also noted that NJN's award-winning program *Classroom Close-up*, NJ is featuring Digital Classroom as a best practice in Chatham High School and concluded by showing a brief segment of the Digital Classroom.

Ms. Christopherson explained that NJN continues to develop programs that educate and inform New Jerseyans about issues important to them and our state including the environment, law, health, history, education and the arts. In December, *Ten Crucial Days* will be aired about that brief, but critical period beginning on Christmas Day 1776 that breathed new life into the American Revolution. A special preview is planned for NJPBA Commissioners and invited guests on December 13.

Additionally, Ms. Christopherson reported that a new NJN program with the working title of *Green Builders* about the quiet revolution in constructing buildings that are environmentally sound is underway and slated to air during Earth Week next spring. David Grant, President and CEO of the Dodge Foundation was honored at the October 23 reception hosted by Peter and Sharon Cocozziello and attended by over 100 people. Ms. Christopherson then showed the clip shown at the reception that provided moving highlights from *Green Builders* (wt) and credited The Dodge Foundation for generously underwriting.

Ms. Christopherson also mentioned that NJN earned 4 Mid-Atlantic Emmy Awards for "The Body You Have" produced by Susan Wallner, "Due Process-Needle Exchange Redux" produced by Sandra King and Jeff Friedman, "Classroom Close-up New Jersey: Whodunit?" produced by Wanda Swanson and Kevin Ronan, and "The Healing Arts" produced by Susan Wallner, Eric Schultz and Chris Benincasa. In addition, the NJN original documentary "Turning the Tide" garnered third place for Outstanding Beta/In-depth Reporting Television, in the world's largest and most comprehensive awards on environmental issues by the Society of Environmental Journalists. And finally, "Words and Music by Jerry Herman" that was successfully premiered at the Kennedy Center, will air on NJN on New Year's night and nationally in January on all PBS stations.

With regard to the NJ Campus Channel, Ms. Christopherson noted that a Blue Ribbon Task Force co-chaired by Peter Coccoziello and Tim Teen convened on July 25, 2007 to study the feasibility of creating a "Campus Channel." Lynn Burstan from the University of California at San Diego-TV and University of California TV met with the task force on September 20 to answer panel members' questions regarding such issues as partnerships, content providers, budget, relationship to the university, equipment needs, and model of operation. UCSD-TV could be a model for the NJ Campus Channel. The task force is to complete its study by December 31, 2007 and to file a report with the Carnegie Corporation by April 1, 2008.

Ms. Christopherson reported that the Broadband Summit chaired by Secretary of State Nina Wells and with funding from the Geraldine R. Dodge Foundation and CPB, convened a Summit Advisory Group meeting and has launched the New Jersey Connected Initiative. Five sector groups composed of experts oriented around the areas of education, economic growth, the arts, culture and tourism; health and emergency communication have been formed and have been holding meetings.

Mr. Kobler then asked Phyllis Salowe Kaye to provide an update on her initiative to create workshops for staff members and volunteers from nonprofit organizations. Ms. Salowe Kaye announced that NJN, in conjunction with New Jersey Citizen Action and Dumont Television Center at Montclair State University, will be presenting a digital video production seminar for non-profits. The workshop will take place at the Dumont TV Center on Montclair's campus.

At a past Board meeting, Ms. Salowe Kaye had inquired about the idea of having a video production workshop where non-profits could get tips about production and what they need to improve videos they might be producing on a shoe-string budget. Ms. Christopherson arranged for this workshop, working with Jeff Friedman who formerly was NJN's Newark Station Manager, since what was envisioned was a "hands-on" workshop that was very affordable and MSU had the equipment, space and other resources to partner with us.

Ms. Christopherson thanked Ms. Salowe Kaye for her efforts. She also highlighted Gale Grossman as another example of a Commissioner who proposed an excellent idea and then provided key support for it. Ms. Grossman described her family's personal experience and their commitment to advancing education about the issue of postpartum depression. Mr. Kobler and the entire Board thanked Ms. Grossman for her vision and generosity to make a \$50,000 gift to fund a documentary about the issue of postpartum depression.

### **Strategic Goal III: Complete build out of digital infrastructure.**

Ms. Christopherson stated that John Lawson, APTS President and CEO, will testify before the Senate Commerce Committee on October 17 regarding the digital transition and consumer outreach efforts surrounding the transition and that APTS invited NJN to submit "local station stories" of consumer education and outreach to add to Lawson's testimony. Ms. Christopherson added that NJN shared its progress with the Access to Emergency Alerts Advisory Committee.

To conclude her report, Ms. Christopherson expressed her gratitude to all of the Commissioners for their dedication and ingenuity to help NJN meet its challenges and help NJN fulfill its public service mission.

Mr. Kobler thanked Ms. Christopherson for her report and conveyed his appreciation to the entire NJN staff, and to the Commissioners. He noted that the next meeting is scheduled for Thursday, December 13, 2007 at 3:00 p.m. in Trenton with a premiere and reception of Ten Crucial Days to follow the meeting. He asked for a motion to adjourn the meeting. The motion was made by Gale Grossman and seconded by Stephanie Hoopes Halpin.

**New Jersey Public Broadcasting Authority**  
Board of Commissioners Meeting  
December 13, 2007, 3:00 p.m.  
Conference Call

MINUTES

Scott A. Kobler, Esq., Presiding  
NJPBA Two Hundred Thirty Sixth Meeting

A meeting of the New Jersey Public Broadcasting Authority Board of Commissioners was held on December 13, 2007 at 3:00 p.m. via conference call due to weather. Mr. Kobler called the meeting to order. In accordance with the provisions of the Open Public Meetings law of the State of New Jersey, notice of this meeting has been filed with the Office of the Secretary of State, has been posted on the appropriate bulletin boards maintained for such purposes by the Authority, and distributed by press release to daily newspapers in New Jersey. Notice was made ten days in advance of this meeting.

Mr. Kobler requested a formal roll call and quorum was confirmed. Commissioners participating were Scott A. Kobler, Chair; Patricia Costante, First Vice Chair; Steven Fiske, Second Vice Chair; Stephanie Hoopes Halpin, Treasurer; Ed Carman, Chief of Staff, Department of Community Affairs (on behalf of Commissioner Joe Doria); Dale Schmid, Visual and Arts Coordinator, Department of Education (on behalf of Commissioner Lucille Davy); Robert Smartt, Ethics Liaison Officer, Department of the Treasury (on behalf of State Treasurer Michellene Davis); David Wald, Director of Communications, Office of the Attorney General (on behalf of Attorney General Anne Milgram). Also participating were Elizabeth Christopherson, Executive Director, NJN; David Balaban, Deputy Attorney General; Laura Longman, Director, Board Affairs and Executive Office Operations, NJN Foundation; Robert Prindible, Deputy Executive Director for Finance and Administration, NJN; Bill Schnorbus, Deputy Executive Director of Engineering, NJN; and Ronnie Weyl, Senior Vice President, Public Affairs, NJN Foundation.

Mr. Kobler began his report by thanking everyone for coming together via telephone due to the inclement weather. He expressed his apologies to Lou Presti and everyone involved in the *Ten Crucial Days* premiere and holiday greeting taping that were regretfully cancelled also due to the weather. He noted that previously scheduled updates regarding *NJN News*, *Another View*, *Images/Imagenes*, Web Services and Media Productions would be rescheduled at a later date.

Mr. Kobler next asked for any comments on the minutes from the last meeting. There were no comments and Mr. Kobler asked for a motion to approve the following resolution:

*Be it resolved that the regular session minutes of the October 25, 2007 meeting are hereby approved as presented.*

The motion was made by Dr. Steven Fiske and seconded by Stephanie Hoopes Halpin. Ed Carman and Patricia Costante abstained from the vote and the motion carried unanimously. Mr. Kobler noted that the Executive Session minutes from the October 25 meeting would be presented for approval at our next meeting.

Next, Mr. Kobler brought attention to two additional action items included in the previously distributed meeting material. The next resolution was for the appointment of NJN Foundation Trustees. He noted that Maxine Ballen, Kurt Borowsky, S. Jervis Brinton Jr., Ralph Izzo, Daniel Jara and Tim Teen are Trustees presented for reelection. Gil Medina, Executive Managing Director, Cushman & Wakefield of New Jersey and Craig Wigginton, National Audit Partner, Telecommunications, Deloitte are two new candidates who have been cultivated by the NJN Foundation Committee on Trusteeship and the Foundation looks forward to having their expertise on their Board.

Mr. Kobler presented the following resolution for discussion:

*Whereas, a majority of the Foundation Trustees shall be selected from among or by the members of the Commission.*

*Be it resolved, that Maxine Ballen, Kurt Borowsky, S. Jervis Brinton, Jr., Ralph Izzo, Daniel Jara, and Tim Teen are reappointed as Trustees of the NJN Foundation for three year terms ending in 2010.*

*Be it resolved, that Gil Medina, and Craig Wigginton are appointed as Trustees of the NJN Foundation for three year terms ending in 2010.*

*In addition, the terms of these Trustees shall continue until such time as their successors are duly appointed and qualified.*

*There was no discussion and a motion was made by Patricia Costante, seconded by Dr. Fiske and carried unanimously.*

*Mr. Kobler thanked the Board and presented the last resolution presented at the meeting which was the recognition of a key staff member, Charlie Loughery, NJN Transmitter Engineering Manager. Mr. Loughery was retiring after 26 ½ hours. Mr. Kobler read the following resolution:*

*WHEREAS, Charles Loughery, Transmitter Engineering Manager, has brought good will to many at NJN;*

*WHEREAS, Charles Loughery has contributed to the NJN Television Engineering Department for 26 years, ensuring quality transmission of NJN programming to thousands of homes throughout New Jersey and beyond;*

*WHEREAS, during his tenure with NJN, he has applied his skills and talents ensuring quality transmission standards of NJN programming;*

*WHEREAS, he has been instrumental in applying for and receiving federal grants in the millions of dollars;*

*WHEREAS, during his tenure, he has been instrumental in the construction of multiple digital television transmission and radio systems with NJN;*

*WHEREAS, during his tenure, Charles has acted as NJN's in house FCC consultant;*

*WHEREAS, his tireless efforts to provide skills and talents to a multitude of tasks including the maintenance and operation of NJN's 8 television transmitters, 7 radio stations, 4 television translators and 2 boosters as well as remote broadcasts of many kind – from State of the State addresses and election coverage, to local sports programs;*

*WHEREAS, his tireless commitment to a high standard of broadcast quality has allowed NJN viewers to enjoy news and creative programming at its best;*

*WHEREAS, his humor, friendship and his ability to imitate many a supervisor and manager has always been welcome and put a smile on his fellow co-workers while often brightening the day at NJN;*

*WHEREAS, the staff and management of NJN, send our best wishes to Charlie for happiness and good health in the years to come and much success in all his future endeavors;*

*WE, THEREFORE, RESOLVE, on this Thirteenth day of December, Two Thousand Seven, to congratulate Charles Loughery for his 26 years of dedicated service to NJN Public Television and Radio, and to extend our best wishes on the occasion of his retirement.*

*A motion was made by Dr. Fiske and seconded by Ms. Halpin. The motion carried unanimously.*

Mr. Kobler thanked the Board. Ms. Christopherson echoed his thanks and noted how much this resolution will mean to Mr. Loughery. She stated that she will work with Bill Schnorbus to see when Charlie will come back so we can properly salute him and thank him for his dedication.

Mr. Kobler next asked the Board to convene into Executive Session and reminded everyone that what is discussed in Executive Session is confidential. He read the following:

The Authority will now conduct a meeting, to which the general public is not admitted, to discuss and, if necessary, to act upon pending and/or anticipated legal, personnel, and contractual matters. Such discussions may be disclosed to the public when such disclosures may be made without adversely affecting the Authority's pending and/or anticipated legal, personnel, and contractual matters.

Mr. Kobler asked for a motion which was made by Dr. Fiske and seconded by Ms. Costante. The motion was carried unanimously and the Board convened into Executive Session.

When Executive Session was over, Mr. Kobler asked Ms. Christopherson to continue the meeting by reviewing the scorecard.

**Strategic Goal I: To advance NJN's mission and vision as advocates and stewards of public television.**

Ms. Christopherson reported that the Finance Committee had met in Trenton the week before. She noted how we appreciate the attention to detail the Committee is displaying in these especially challenging times and asked Ms. Halpin to give the Treasurer's report. Ms. Halpin reported that as Ms. Christopherson mentioned, the Finance Committee met on December 5, 2007 to review the 4-month results for the period ending October 31, 2007, the FY 2008 Forecast, and FY 2009 Planning Process.

There is an excess of revenue over expenses of \$291,000 against a budgeted forecast of (\$69,000). The negative forecast is due to NJN receiving less than expected for the FY08 Salary Adjustment Program.

Operating expenses for the four-month period reflected a positive variance of \$279,000. This variance is expected to be absorbed by operations during the fiscal year.

In the FY08 forecast, NJN anticipates that it will end the current fiscal year as budgeted. This projection is based on the year-to-date results and with the expectation that the State will not require any further cuts. Also, NJN will need to use the FY08 Foundation Supplemental Grant of \$1,100,000 unless the State grants a waiver on the \$1,000,000 fringe benefits charge.

In the FY09 planning process, NJN submitted possible budget reductions of \$1,400,000 or 24% of its FY09 adjusted appropriation of \$5,846,000 to OMB. NJN will be meeting with OMB and Treasury next week to discuss these reductions further.

Ms. Halpin asked if there were any questions. There were no questions regarding the Treasurer's report and Ms. Halpin also reported on the Board Leadership Campaign. She noted how important the Campaign was to let other donors know that the Board members believe strongly in what NJN does and are willing to donate.

Ms. Halpin asked that every Commissioner join her in supporting NJN with a gift to the FY08 Board Leadership Campaign. She let the Board members know that personalized letters and commitment form were being mailed to everyone with a return envelope requesting a response by December 31.

Ms. Christopherson thanked Ms. Halpin for the Treasurer's report. She also pointed out a wonderful job Ms. Halpin did adapting a letter to her community telling a compelling story to garner additional support. She next asked David Miller, Executive Vice President of the Foundation to report on Foundation highlights.

Mr. Miller reported to the Board that the Foundation was pleased to promote from within to fill the vacant position in the Underwriting department. After conducting a search, Stephanie Lett, Member Services Manager, was promoted to Underwriting and has already brought in a renewal contract.

**Strategic Goal II: To serve New Jersey with Uniquely New Jersey programs and services that meet important public needs.**

Ms. Christopherson reminded the Board that the clock was ticking to the 2009 digital conversion deadline. She noted that most of our audience does not receive our signal solely over the air and that those audience members who do receive our signal over the air need to get a special box to receive a digital transmission. Ms. Christopherson noted how delighted she was that the Public Value Committee was working to communicate NJN's value in new ways with the public. She asked Patricia Costante to give the Public Value Committee report.

Ms. Costante reported that at the last Public Values Committee meeting, the Committee identified several key action steps such as expanding NJN's communications with broader constituencies and inviting Committee members to become involved in NJN's broadband initiative.

The next meeting of the Public Value Committee is scheduled for January 14, 2008 in Trenton. When the Committee meets in January, they will discuss outreach efforts to inform NJN members, major donors and legislators about the transition to DTV and the opportunities for NJN to provide even greater public service. The Committee will also discuss the idea of holding public information sessions in late spring/early fall that will provide an overview of NJN in this digital environment, including a discussion of our broadband initiative, our efforts to meet the needs of community members who are hearing and visually impaired, and our DTV marketing plans.

Given the fiscal crisis facing the State, these are challenging times for NJN and for New Jersey so legislative outreach will be a key goal next year. The Committee is making plans to invite a legislator to speak to the Committee and possibly inviting members of the Public Relations and Outreach Committee to join them. The Committee will work on action steps which include making plans for a legislative outreach effort next year to introduce newly elected legislators to NJN and provide a re-orientation for re-elected legislators. The Committee will also be actively involved in planning and participating in the Broadband Summit scheduled for March 11, 2008.

Ms. Costante also noted that NJN will be working with the New Jersey League of Municipalities and *The Star-Ledger* to have a premiere screening of its new environmental documentary, *Green Builders*. *Green Builders* profiles a cast of green building pioneers who have taken the leap into making their home or workplace a more energy-efficient and environmentally-friendly place.

One additional item she noted was an initiative we have undertaken to remind state legislators of NJN's public value to the community by sending a monthly letter that highlights various programs and services we provide the people of New Jersey. The latest legislative letter highlighted NJN's special historical program *Ten Crucial Days* and our collaboration with Trenton and Patriot's Week.

Ms. Costante said she looked forward to meeting with the Committee on January 14 and that she would keep the Board updated on their further work.

Ms. Christopherson thanked Ms. Costante for her updates.

**Strategic Goal III: Complete build out of digital infrastructure.**

The Engineering department reports that it is on track with the digital conversion based on funds available, as well as operational planning for the new digital master control. A number of contracts have been approved by the Attorney General's Office and NJN is awaiting final approval from the Division of Purchase and Property.

We recently received a grant to look into the use of webisodes as well as working with the Thomas Edison Foundation on a webisode. She promised the Board an update as this progresses. She also suggested that

Phyllis Salowe-Kaye would have a report on her production workshop initiative for the Board at the next Board meeting

Ms. Christopherson pointed out that we still have \$474,000 at risk in federal funding for the master control build out should NJN and Azcar not have a contract in place by December 31, 2007.

As part of digital transition planning an IT strategic plan has been developed to serve as guide posts throughout the planning process and help management prioritize among alternative strategies for implementing its overall mission. These technologies will be used to support the business functions of NJN's business, administrative and technical units.

The department is also establishing best practices for the transition to and implementation of digital media in the areas of content, distribution, operations, and promotion is an overall need to move the network forward into the digital age.

Ms. Christopherson reported that Ronnie Weyl and she had the opportunity to attend the W2i Digital Conference the previous week. This conference aligns with Governor Corzine's NJ Connected Summit.

**Strategic Goal IV: To provide for the human resources and administrative needs to achieve goals through best practices and operational excellence.**

Ms. Christopherson pointed out that included with the scorecard in the meeting material was a summary of highlights. She pointed out again that travel continues to be severely restricted. To overcome our inability to send staff to learning opportunities, we continue to work very hard to bring in industry leaders to speak with staff. We are very grateful to our Board members for their dedication of time and resources.

Mr. Kobler asked if there was any immediate risk for equipment failures. Ms. Christopherson responded that as discussed previously, the capital plan shared with the Board notes that yes, we have a considerable risk of equipment failures because a portion of our equipment has exceeded its life expectancy by several decades. Bill Schnorbus mentioned a failure that had happened the night before that was obvious to viewers. We will provide an overview of the equipment / infrastructure risks again at our next Board meeting.

Mr. Kobler thanked everyone for participating in the meeting by telephone. He also noted Ms. Halpin's suggestion for all Board members to make a donation before the end of the year. He thanked everyone for their great enthusiasm for NJN and thanked Ms. Christopherson for keeping everyone so well informed.

He noted that the next meeting would be held February 7, 2007 in Newark and asked for any final comments. Ms. Christopherson thanked everyone for their time and wished everyone a happy holiday.

Mr. Kobler asked for a motion to adjourn the meeting which was made by Bob Smartt and seconded by Dr. Fiske. The meeting was adjourned.